



Job Description

Job Title	National Health Corps-Delaware Program Director
Work Location	Flexible: New Castle County Government Center and/or remote working
Supervisor	Chief of Staff

Education: Bachelor's degree in public health, education, social work or related field preferred or 2-3 years of related professional experience.

Skills/Experience:

- Management experience.
- Excellent organizational skills to manage multiple projects and timelines with special attention to detail.
- Excellent communication and interpersonal skills, both written and verbal.
- Experience generating budgets and reports.
- Experience with facilitating, public speaking, and training in classroom or non-traditional settings.

Essential Duties & Responsibilities: The Program Director is responsible for the implementation and day-to-day management of the National Health Corps-Delaware AmeriCorps program. Duties include member recruitment, program monitoring, budgeting, reporting and supervision.

Note: this is a grant-funded position for a pilot program which will end in December, 2021.

Specific Activities:

Program Management

- Responsible for the recruitment, hiring and day-to-day supervision of all program staff, volunteers and participants.
- Oversee successful implementation of project work plan, including establishment of timetable to accomplish objectives.
- Develop, implement and update policy/protocol for program.
- Working with Executive Office, develop and manage contracts and memoranda of understanding.
- Oversee quality assurance and data collection activities in collaboration with project evaluation team; support evaluation plan, including data collection, tracking system, analysis of data and dissemination of results as directed.
- Assist with development of promotional and educational materials.
- Manage and develop relationships with current host sites and members, as well as potential new host sites and member candidates.
- Recruit new host sites, review applications and select final sites.
- Provide orientation, ongoing training and networking opportunities for program host sites.
- Conduct annual recruitment, placement and training for diverse and qualified AmeriCorps members.

- Support and lead member training, professional development and recognition opportunities.
- Build relationships with collaborating organizations, other local AmeriCorps programs, the state commission and peers within the National Health Corps umbrella.
- Maintain, develop and oversee a communications strategy that includes social media and the website.
- Manage program systems to ensure compliance with AmeriCorps program requirements.
- Conduct virtual and in-person visits to monitor program effectiveness and compliance.
- Design member service activities.

Grant Management

- Complete all grant management and other agency paperwork as directed.
- Complete required reports and participate in technical assistance activities and meetings of the funding agency.
- Review member time, program invoices and program performance measures.

Fiscal Management

- Develop and monitor budget for compliance with county, state and federal spending regulations and spending limits, as well as alignment with Coalition fiscal policies.

Staff Development & Supervision

- Supervisory responsibilities include providing employee feedback including conducting timely 90-day and annual performance evaluation, and all other duties related to professionally directing and managing a staff.
- Review and evaluate staff performance and develop competencies that support and achieve the Coalition and department goals.
- Accountable for consistently administering and implementing the Coalition policies and procedures.
- Use effective remote management techniques to stay connected with members when in-person meetings are not feasible.

Other:

- Problem solve and foster strong group dynamics.
- Support, mentor and coach members.
- All other duties as assigned by the Chief of Staff and Deputy CAO

TO APPLY:

Please send your resume and cover letter to Aundrea Almond, Chief of Staff, at aundrea.almond@newcastlede.gov by Monday, February 8, 2021